

TRANSMITTAL SLIP		
TO: DDA		
ROOM NO.	BUILDING	
REMARKS: EKA/DDA <i>[Signature]</i> 13 SEP 1986 DDA REG <i>[Stamp: PLEASE RETURN TO DDA REG.]</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 56

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

ADMINISTRATIVE-INTERNAL USE ONLY

OC-0806-86

27 AUG 1986

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

STAT

FROM:
Director of Communications

STAT

SUBJECT: Request for Approval to Incur Expenses

STAT

1. Approval is requested to incur expenses allowed under

STAT

2. I believe the expenditure of appropriate funds is authorized under for the costs for coffee and pastry for applicants while attending an Office of Communications recruitment presentation. Several presentations are scheduled to take place in eight cities throughout Florida and Georgia during the period 3 through 12 September 1986.

3. It is estimated that an average of 50 interested parties will attend the recruitment presentations in each of the cities.

4. Designated officials present will be four Office of Communications' Recruitment Officers.

5. I certify that the attendance of the officials referred to in paragraph 4 is considered essential to the conduct of official government business and that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

6. The estimated cost for coffee and pastry would be \$250.00.

STAT

DATA REGISTRY
60-1

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

STAT

SUBJECT: Request for Approval to Incur Expenses

CONCUR:

[Signature] William F. Donnelly

Deputy Director for Administration

27 AUG 1986

Date

I certify the availability of funds in the amount indicated in paragraph 7.

STAT

Budget and Fiscal Officer, DCI

8/29/86

Date

APPROVED:

STAT

[Signature]
Executive Director

29 August 1986

Date

STAT

OC/AMD/SS

(27 Aug 86)

Distribution:

Original & 1 - Addressee (Orig to be returned to D/CO)

1 - ER

2 - DDA

ROUTING AND TRANSMITTAL SLIPDate
27 AUG 86

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ADDA		AUG 1986
2.	DDA		28 AUG 1986
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

USGPO 1983 0-381-529 (316)